

Planned Development (PD)* Request Check List

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

*Minimum net acreage for a planned development is fifteen (15) acres.

The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.

- ☐ The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on peel-off labels along with the postage calculation worksheet
- ☐ Traffic Impact Analysis may be required (see TIA criteria in Comprehensive Zoning Ordinance)
- ☐ The metes and bounds description and all exhibits shall be provided on a CD in Word or PDF format.
- ☐ Submit a statement that shows compliance with the City's Comprehensive Plan, Future Land Use Plan, Thoroughfare Plan, Hike & Bike Master Plan and a justification for alternate standards from zoning ordinance.
- ☐ A meeting with the Homeowners' Association and the project Planner is required prior to scheduling the meeting for Planning & Zoning Commission. Submit the date and time of the proposed meeting to schedule with assigned Planner.
- ☐ The following exhibits must be completed and submitted with the PD application.

EXHIBIT A

1. Legal Description (Submit 2 paper copies and 1 electronic copy)

- ☐ Titled as "Exhibit A: for Z#____"
- ☐ Legal description (metes and bounds) of the total area, as well as any individual tracts within the PD request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The applicant will submit one (1) hard copy (8 ½ x 11) of the legal description signed & sealed by a surveyor.

2. Zoning (Submit 9 24"x36" copies)—May be waived for PD Amendments or Requests that incorporate text only

- ☐ Title block located in lower right corner (titled "Exhibit A: for Z#____") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- ☐ Legal description (metes and bounds) of the total area within the PD request
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor
- ☐ North arrow, scale, and location/vicinity map
- ☐ Legend, if abbreviations or symbols are used
- ☐ Property boundary and dimensions
- ☐ Adjacent Property within 200 feet - subdivision name, owner's name and recording information, land use, and zoning
- ☐ Existing and requested zoning boundary lines
- ☐ Total gross and net acreage of existing and requested zoning
- ☐ Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
- ☐ Location of existing rights-of-way and utility easements

- ☐ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- ☐ If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined on final plat."
- ☐ Topography at five (5) foot contours or less
- ☐ Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property

EXHIBIT B *(Submit 1 paper copy and 1 electronic copy)*

- ☐ Labeled "Exhibit B: Statement of Intent and Purpose"
- ☐ Submit Statement of Intent and Purpose for the PD on separate 8 ½ x 11 sheets

EXHIBIT C *(Submit 1 paper copy and 1 electronic copy)*

- ☐ Labeled "Exhibit C: Planned Development Standards"
- ☐ List of proposed standards for the PD. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the zoning exhibit (Exhibit A). Provide justification for and/or explanation of need for alternative standards.
- ☐ Submit proposed PD standards on separate 8 ½ x 11 sheets
- ☐ Form Based Codes Standards – Provide a statement of compliance with Form Based Codes Standards or submit request for waivers.

EXHIBIT D *(Submit 8 24" x 36" copies)—May be waived for PD Amendments or Requests that incorporate text only*

- ☐ Label "Exhibit D: for Z# ____"
- ☐ Use the Zoning Exhibit Check List found in the development packet for the PD plan requirements
- ☐ *Residential Planned Development:* In addition to items on the Zoning Exhibit Check List, provide PD boundary lines; general land use; existing and proposed streets, alleys and easements; thoroughfares; and preliminary lot arrangements
- ☐ *Non-residential Planned Development:* In addition to items on the Zoning Exhibit Check List, provide PD boundary lines; types of uses; topography and physical features of the site; screening; existing and proposed streets, alleys, fire lanes, and easements; location of future public facilities; proposed ingress and egress; landscaped areas; size, type, height, and location of buildings; building sites; density; and parking areas with ratios
- ☐ *Mixed Use Planned Development:* In addition to items on the Zoning Exhibit Check List, provide PD boundary lines; site plan with proposed building complexes showing location of separate buildings, the minimum distance between buildings and between building and property lines; street lines; and alley lines. Arrangement and provision of off-street parking, size and location for ingress and egress to all uses

Preparer's Signature _____